



The Scottish Parliament  
Pàrlamaid na h-Alba

## **Minute of the Senior Executive Team (SET) meeting held on Monday 2 December 2024 at 9.30am**

### **Present:**

- David McGill, Clerk/Chief Executive (chair)
- Michelle Hegarty, Deputy Chief Executive
- Lorna Foreman, Director of People, Communications and Inclusion
- Sara Glass, Director of Finance and Resilience
- Lynsey Hamill, Director of Operations and Digital
- Callum Thomson, Director of Parliamentary Business

### **In attendance:**

- Tommy Lynch (item 4)
- Victoria Barby, Alan Durward, John Paterson, Graeme Cook (item 5)
- Susan Mansfield (item 6)
- Willie Heigh, Erin Borthwick (item 7)
- Rachel Fishlock (items 7 and 8)
- Mary Ann Masson, Head of Internal Communications and Engagement (items 1-8)
- Allan Campbell, Head of Operations (items 1-8)
- Lynn Russell, Head of Secretariat (items 1-8)

### **Item 1: Previous minutes and matters arising**

1. SET agreed the minute of the previous meeting held on Monday 18 November 2024.
2. Following its workshop on the 35-hour working week held on 18 November 2024, SET further discussed the guiding principles for leading the transition, to inform future engagement with staff.

### **Item 2: Information sharing**

3. SET noted the positive outcome of the recent ISO 14001 audit, which demonstrates the Parliament's compliance with its environmental responsibilities in a manner that contributes to sustainability. SET thanked all staff involved in this work.

4. SET also agreed to discuss its approach to senior sponsorship of Parliament networks at a future meeting.

### **Item 3: SPCB and SET forward looks**

5. SET noted the items currently planned for future SPCB and SET meetings.

### **Item 4: Principal Risk Register – Paper 29**

6. SET considered the Principal Risk Register and discussed how intolerable risks are being managed and mitigated against.
7. SET noted that a number of risk management factors in relation to Cyber have been updated. It agreed to consider the Cyber risk in further detail at a future meeting.
8. SET also agreed to update the register with further information on timescales and mitigations in advance of it being shared with the Audit Advisory Audit Board for the routine risk management update.

**Action: Tommy Lynch**

### **Item 5: Sustainable Development Programme**

9. SET received a presentation on the Scottish Parliament's Sustainable Development Programme.
10. SET welcomed the work progressing across the Parliament under the three interrelated workstreams of Sustainable Operations, Sustainable Development Scrutiny and Embedding Sustainable Development.
11. SET noted the importance of planning for the end of the programme to ensure sustainable development is mainstreamed into all work of the Parliament. It also agreed to discuss SET's role in embedding sustainable thinking into strategic decision-making processes and planning at a future meeting.

**Action: Victoria, Alan, John, Graeme**

### **Item 6: Futures Forum review**

12. SET discussed the proposed review of Scotland's Futures Forum including the scope, approach and governance arrangements.
13. SET noted that approval for the review will be sought from the SPCB at a future meeting and that the Board will be engaged throughout.

**Action: Allan, Susan**

## **Item 7: Parliament of the Future**

14. SET held a further discussion on the key issues for session 7. It also noted the timeline for engagement activities with key stakeholders and the themes for future SET discussions.
15. SET also agreed the final arrangements for the staff event on 9 December 2024.

## **Item 8: Leadership Engagement Network agenda planning**

16. SET reflected on the topics discussed during the first Leadership Engagement Network (LEN) meetings.
17. SET agreed to align future LEN topics for discussion with its work programme.

**Action: Michelle, Rachel,  
Lynn**

## **Item 9: Succession planning**

18. SET held an early strategic discussion on the benefits of succession planning and agreed what it hopes to achieve by adopting this approach.

**SET Secretariat**  
December 2024